

Chafee Foster Care Independence Program

Announcement of Availability of Funds

GENERAL INFORMATION:

The Foster Care Independence Act of 1999 passed by congress during the last days of the 1999 sessions, which offers, important new help to young people transitioning from foster care was signed into law on December 14, 1999. The Act is an important catalyst in states and communities for broader reforms on behalf of young people.

The Act as follows:

- Establishes the John H. Chafee Foster Care Independence Program. The program was named in honor of the late Senator John H. Chafee of Rhode Island, one of the original Senate sponsors of the Act and a long time champion for children who have been abused and neglected
- Allows states to provide Medicaid coverage to young people between the ages of 18 and 21 who were in foster care on their eighteenth birthday
- Increases from \$1,000 to \$10,000 the assets that a young person in foster care can have and still maintain his or her eligibility for Title IV-E funded foster care
- Requires states to ensure that foster parents are adequately prepared, both initially and on a continuing basis, to care for children placed with them (authorized by Title IV-E of the Social Security Act)
- Authorizes additional funding for adoptive incentive payments to the states to assist in finding permanent homes for children in foster care

The new Chafee Foster Care Independence program:

- Increases funding for independent living activities
- Offers increased assistance, including room and board, for young people ages 18 to 21 who are leaving foster care
- Emphasizes the importance of securing permanent families for young people in foster care
- Expands the opportunity for states to offer Medicaid to young people transitioning from care
- Increases state accountability for outcomes for young people transitioning from foster care

A large percentage of the funds will be awarded to community-based agencies, both public and private non-profit, that can provide in most cases multi-county programs. All Chafee Foster Care Independence grant programs must work in collaboration with essential stakeholders in the communities to include Department of Children's Services staff. Initially the State was estimated to receive 3.4 million in federal funds. However, the final allotment was \$2,530,000.

Services:

Those agencies receiving Chafee funds under this announcement are required to use funds on services selected from the following:

- Assisting youth in obtaining a high school diploma
- Assisting youth in obtaining a G.E.D. before they leave care; if a high school diploma is not feasible
- Assisting youth with career exploration, vocational training, job placement and retention
- Providing training in daily living skills, training in budgeting and fiscal management skills
- Providing preventive health activities (including smoking avoidance, nutritional education, and pregnancy prevention)
- Providing services such as tutoring to increase educational outcomes
- Providing training and employment services
- Providing preparation for post secondary training and education
- Providing youth opportunities to have connections with mentors and positive interactions with adults
- Providing financial, housing, counseling, employment education, and other appropriate supports and services for young people ages 18 to 21 formerly in foster care

Through the use of Chafee funds, the Department of Children's Services will ensure that a continuum of developmentally appropriate services are available for foster youths starting at age 14 and ending at age 21. The delivery of these services will intensify as youths approach age 17 through age 18. Youths will have opportunities to practice skills in a planned way. The continuum of services is as follows:

- A. All youths, ages 14 to 21, who meet the eligibility criteria (these do not include youths in post-adoption status or who "aged-out of care" at age 18 or after), will be able to receive the following standard menu of services based on their individual strengths and needs:
 - Health insurance (after age 18, all youth must reapply for TennCare coverage)
 - Life Books*
 - Life skill assessment on at least an annual basis*
 - Money management training
 - Opportunities to practice skills
 - Self-care training
 - Social development training
 - Special incentives for completing goals**
 - Transitional living plan based on the strengths and needs identified in the life skill assessment*
 - Wellness, educational, and recreational supports
 - Work and study habits training
 - Youth Handbook*
- B. All youths, ages 16 through 17, will be able to receive the following additional services based on their individual strengths and needs:

- Assistance in obtaining part-time employment
 - Driver's education
 - Education assessment for the purpose of a GED track
 - Employment-readiness training
 - Information on services available for youths who age-out or voluntarily continue to receive services**
 - Leadership activities**
 - Portfolio
 - Preparation for postsecondary education
 - Resource information*
 - Targeted focus on transitional planning beginning at age 17*
- C. All youths, ages 18 through 20, who voluntarily receive services will be able to receive the following additional services based on their individual strengths and needs:
- Assistance in obtaining part-time employment
 - Continued case management*
 - Driver's education
 - Education assessment for the purpose of a GED track
 - Employment readiness training
 - Housing assistance through authorized housing options*
 - Leadership activities**
 - Limited funds for car insurance*
 - Limited funds for car repairs*
 - Portfolio
 - Postsecondary funding for tuition, books and supplies, and housing*
 - Postsecondary start-up grants*
 - Preparation for postsecondary education
 - Resource information**
 - Transitional living expenses at the end of voluntary services*
 - Transportation assistance*
- D. All youths, ages 18 through 20, who were placed for adoption after the age of 15, will be able to receive the following additional services based on their individual strengths and needs:
- Limited amount of postsecondary assistance*
 - Employability assistance (from transitional living program)
 - Life skill instruction (from transitional living program)
- D. All youths, ages 18 through 20, who left the system by aging-out of care at or after their 18th birthday, will be able to receive the following additional services from a transitional living program based on their individual strengths and needs:
- Case management
 - Continuing health care coverage (Chafee categorical eligibility)
 - Crisis intervention
 - Educational planning
 - Employability assistance
 - GED preparation
 - Housing assistance
 - Life skill instruction
 - Transitional living grant*

- D. Youths adopted at age 15 or afterwards, are eligible for some independent living services until age 18. These youths will be able to receive life skill instruction in the classes taught by the Regional Independent Living Specialists. After age 18 until age 21, these same youths will be eligible for educational assistance that is administered by the central office Chafee Coordinator. This assistance will have a cap per school year.

* Direct Provision by DCS

** Provided in part by DCS

ANTICIPATED OUTCOMES:

Grants will be awarded with the expectation that many, if not all, of the following results will be achieved:

- 1) Increase the number of youth who have resources to meet their living expenses**
- 2) Increase the number of youth who have a safe and stable place to live**
- 3) Increase the number of youth who attain educational (Academic or Vocational) Goals**
- 4) Increase the number of youth who have positive personal relationships with adults and the community**
- 5) Increase the number of youth who avoid involvement with high risk behaviors**
- 6) Increase the number of youth who are able to access needed physical and mental health services**

Applicants must demonstrate the ability to meet and measure these outcomes.

In order to insure availability of dollars to meet eligible foster youth, the Chafee Oversight Committee and the Division of Foster Care Services have allocated funds for as follows:

Description of grants available: (See chart for area to be located, amount and contract term).

Mini- Grants: Enhancement of Independent living services available to youth in order to meet the outcomes as listed on page 4 of this announcement. Examples of services needed are found on page 2, and Sections A, B, and C on pages 2 and 3.

Independent Living Component Grants: Enhancement of Independent Living Services available to youth in order to meet the outcomes as listed on Page 4 of this announcement. Proposal must address the provision of employment related /educational supports/emotional supports services.

Transitional Living Program Grants: Program serves as a safety net for youth who left the system after the age of 14 up to age 21. See pages 2 and 3, section E. for the needed menu of services. To be eligible, youth between the ages of 14 and 15 will have needed to have been in foster care for a least a year before they turn 16. All youth in foster care between the ages of 16 and 18 and youth in voluntary services who age out before their 21st birthday are eligible. Only youth who “aged” out of foster care on their 18th birthday or later will be eligible for housing assistance.

Up to 30% of the grant can be used for housing assistance. The amount of housing assistance available can be no more than three months of the cost of Section 8 housing in their area.

Service Type	Amount	Contract Period	Service Area
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Mini-grants	Up to \$6,000 each	November 1, 2001 to June 30, 2002	Five (6) available statewide
Independent Living Component Grants	Up to \$65,000	November 1, 2001 to June 30, 2002	One (1) available statewide
Independent Living Component Grants	Up to \$55,000	January 1, 2001 to June 30, 2002	One (1) available statewide
Transitional Living Program	Up to \$45,000	January 1, 2001 to June 30, 2002	Knox County
Transitional Living Program	Up to \$ 65,000	November 1, 2001 to June 30, 2002	East Tennessee
Transitional Living Program	Up to \$ 37,000	November 1, 2001 to June 30, 2002	Northeast
Transitional Living Program	Up to \$37,000	November 1, 2001 to June 30, 2002	Upper Cumberland
Transitional Living Program	Up to \$70,000	November 1, 2001 to June 30, 2001	Mid- Cumberland
Transitional Living Program	Up to \$45,000	November 1, 2001 to June 30, 2002	Northwest/Southwest
Transitional Living Program	Up to \$55,000	November 1, 2001 to June 30, 2002	Davidson
Transitional Living Program	Up to \$45,000	November 1, 2001 to June 30, 2002	Southeast/Hamilton
Transitional Living Program	Up to \$25,000	November 1, 2001 to June 30, 2001	South Central
Transitional Living Program	Up to \$50,000	January 1, 2001 to June 30, 2002	Shelby

Eligibility Criteria:

Youths considered to be in foster care who are between the ages of 14 and 16 and who have the goal of a permanent living arrangement (permanent foster care, kinship care, or emancipation), and all youths age 16 and older, are eligible for all needed services.

Youths who were adopted at age 15 or afterward are eligible for developmentally appropriate services from the transitional living program. Additionally, these youths will be able to receive life skill instruction in the classes taught by the Regional Independent Living Specialists. After age 18 until age 21, these same youths will be eligible for educational assistance. This assistance will have a cap per school year and will be approved by the Chafee Foster Care Independence Coordinator.

Youths, ages 18 to 20, who are in voluntary services, will receive the full array of services available. To receive voluntary services, youths must agree to adhere to the “rights and responsibilities” as outlined in the Youth Handbook and DCS Rights and Responsibilities form DCS- 0488. Youths must have an educational plan and must work part-time if possible. These youths will be eligible to live in a “host” home. All housing options, such as boarding homes, semi-supervised apartment living, “host” homes and apartment living, will be explored. These youths will receive state-funded housing i.e. foster home/group home and clothing assistance at the prevalent board rate for youth ages 16 and older.

Youths who age-out of the system will be eligible to receive service from a transitional living program. This program will function as a safety net for youths who are in danger of becoming homeless. For the purpose of providing room and board services to youths who aged-out of care, *room and board* is defined as the total amount of housing assistance provided by the transitional living program. Some youths who “age-out” will receive short-term crisis intervention services, such as case management and short-term housing assistance, in the amount of no more than three months of the cost of Section 8 housing in their area. Others will live in housing supported by the transitional living program. The issues that contributed

to near homelessness will need to be addressed. The department will allow programs flexibility to design their own services and set limitations on service amounts in line with the geographical program in which they live. All youths would be eligible for educational assistance that would enable them to obtain their GED and their job readiness and retention preparation.

The definition of foster care at 45CFR 1355.20 applies. It defines foster care as “24 hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility...”.

DCS PROPOSAL:

A Public or a Not-For-Profit agency with 501c3 IRS status will be eligible to receive a grant to provide services which fall under any of service areas previously mentioned. Enhancement grants will be to enhance services to youth in custody and youth who are receiving voluntary services. Transitional grants will be for services for youth who have “aged-out of foster care

ELIGIBILITY REQUIREMENTS & SELECTION CRITERIA FOR CHAFEE FUNDS:

- Applicants must demonstrate the ability to work with the neglected and dependent youth, unruly and delinquent youth populations.
- Chafee grant applications must be collaborative in nature, and must have the support of essential stakeholder group and the agreement from any other provider that might be providing part of the services for you, i.e. Career Centers
- For profit, not-for-profit and public agencies may apply for the grant. New non-profit applicants that have not been funded for Chafee or title IV-E Independent Living previously must provide proof of IRS 501c3 status with the application for funding. Applications that have pending 501c3 status will be disallowed for funding.
- Supplanting of state and local funds is not allowed. (Use of these funds to substitute for other state or local funding is not allowed).
- Any “subcontracts” must be approved by the Department of Children’s Services prior to contracting.
- Priority will be given to those programs that can demonstrate the ability to be long-term and self-sustaining.
- Chafee funding cannot be used for capital improvements.
- Program administrative costs cannot exceed 10% of the total program costs.
- Applicants must demonstrate a plan to involve youth in the development of, implementation of and evaluation of independent living services.

AVAILABLE FUNDS / LOCAL MATCH REQUIREMENTS:

Federal Chafee guidelines require a 20% match for these funds. However, the state Department of Children's Services has agreed to provide the funds necessary to meet each region's match requirement for services. The grants awarded will be written as actual cost reimbursement contracts. Grantees must have start up funds available, as there will be no advance payments made. Grantees must comply with the Department of Children's Services' authorization of clients and billing review process. Eligibility for Transitional living services will need to be determined by the CSA.

SELECTION PROCESS:

A state committee made up of representatives familiar with the provision of independent services that includes regional participation will review applications. This state committee will in turn make final recommendations to the Commissioner of the Department of Children's Services for funding.

Each application will be evaluated on the following criteria:

1. Need for the program in the community and region as demonstrated by proposal; proposal must include an inventory and description of existing services and resources, and must describe how the proposed program will meet unmet needs. **Proposals must not duplicate or supplant existing services.**
2. Program design: proposal must describe how the specific program design will meet the needs of youth, families, and the community
3. Collaboration: program must demonstrate cooperation and collaboration between the public and private sectors and participating agencies
4. Creativity and innovation, uniqueness of program components
5. Budget must reflect actual and reasonable cost
6. Measurable Outcomes/Accountability indicators

The purpose of the funding is to increase the independent living services to youth in foster care and For youth who have aged out of foster care on their 18th birthday in order for the youths to experience positive outcomes when they live in the community. The funding is not available to purchase vehicles and excessive equipment or to give raises to existing staff. Again, supplanting of funds is not allowable.

TIMELINE:

<u>September 10, 2001</u>	Grant announcements mailed to perspective applicants
<u>October 5, 2001</u>	Grant proposals due to Department of Children's Services
<u>October 11-12, 2001</u>	Proposal review
<u>October 16, 2001</u>	Applicants are notified of funding decisions and any necessary corrections
<u>November 1, 2001</u>	Programs start up
<u>January 1, 2002</u>	Three remaining programs start-up

FORMAT AND CONTENT OF PROPOSALS:

This format must be followed exactly in order for applicants to qualify for funding. The proposal, excluding the letters of support and the budget, cannot exceed seven (7) single spaced pages on 8 ½" x 11" paper with 12 point font. Applicants are required to submit one original signature hard copy proposal and one diskette in Microsoft Word 2000 format. In addition to the 7-page proposal, applicants must submit original signature letters of support on letterhead paper of the supporting agency. These letters must come from the leaders in the community who are currently involved or will be involved directly with the proposed program. Examples of such letters would be letters from the public and private child and family serving agencies, and county or city leaders. In addition to the budget form, a "Narrative Budget" must be included which briefly describes the specific types and amounts of expenditures, which will be reported under each expenditure category on the form. The purpose of the narrative budget is to describe the budget in more detail, which will help explain and justify the funding request.

OUTLINE OF PROPOSAL

The following outline must be followed in the proposal. The points indicate the evaluation score for each area of the proposal.

A. PROBLEM STATEMENT (15 points)

What is the problem?

Identify a problem that addresses the issues of successfully preparing youth for independence. Do not discuss the problems of the agency but rather the problems of the youth and the community. Be clear but brief. Describe the counties to be served and the time involved in delivering the service. Describe the community problems and how the problem impacts the community. Include data to show the scope and the size of the problem. Tell how the proposed program will solve the problem and why the problem has not been addressed previously. If other programs have worked on the problem, describe the results. What other programs currently exist to impact this problem? How will the proposed program fit with existing programs?

B. PROJECT DESCRIPTION (25 points)

What is the program going to do and how?

How will youth be involved in the planning of the services and activities?

What is the overall goal of the program?

What are the measurable outcomes of the program?

How will the program measure the outcomes?

How will the program give a youth an opportunity to practice the skills that they are learning?

How does the program implementation link with the problem described above? How will it solve the problem?

Where will the program be located and what counties will be served?

How many youth will be served and how?

Describe the referral process.

How will this program make an impact on the target population?

C. STRATEGY/ACTIVITIES (20)

How will the program work?

How will be youth be involved in the implementation of the program?

Clearly describe the activities of the program and give a timeline for implementation indicating outcomes of the activities.

Use the following format to describe the activities, outcomes, and timelines:

Problem/Issue

Objectives

Activities

Evaluation

Person(s) Responsible

Collaborators (such as courts, schools, other agencies)

D. PROGRAM EVALUATION (15)

Address the measurements you will put in place to determine the effectiveness of the proposed project. Indicate a clear connection of the outcomes with the problem. Explain what data will be collected and reported, and who will do it. Explain how the information will be used. Explain how youth will be involved in the evaluation of the program.

E. MANAGEMENT CAPABILITY (5)

Provide a description of the applicant's organizational ability to facilitate the project and ensure that the implementation is effectively completed. Attach job descriptions for staff that will work in the program.

Describe how this program intends to collaborate with other agencies. Attach original letters of support from agencies that involved in collaboration on the agencies' letterhead stationary. List all other state, federal and private grants currently managed by the applicant. Include the source, grant number, amount and the project description.

F. BUDGET (20)

Use the attached budget forms to show the budget. Keep in mind that budgets must be reasonable and cannot supplant the applicant's budget, give current staff raises, or purchase excessive equipment. Chafee will not purchase a vehicle or provide funds for capital expenditures. Any equipment purchased must continue to be used for the same or similar program that complies with State's requirements for the life of the equipment. All positions and salaries allocated to the Chafee program must be listed on the salary sheet. All applicants must have an approvable cost allocation plan.

SUBMISSION INSTRUCTIONS:

One original and a disk copy of the proposal must be received by 9:00 a.m. on October 5, 2001.
Applications received after that time will not be considered for funding.

Applications should be sent to:

Department of Children's Services

436 Sixth Avenue North

8th Floor Cordell Hull Building

Nashville, TN 37243-1290

ATTN: Gayle Crawford

****Please mark your envelope Chafee Application.**

FOR MORE INFORMATION:

Contact:

Department of Children's Services

436 Sixth Avenue North

8th Floor Cordell Hull Building

Nashville, TN 37243-1290

ATTN: Gayle Crawford

Phone # 615-532-5644

Fax # 615-532- 64 95

E-mail: gcyork@mail.state.tn.us

ATTACHMENT 2
CHAFEE INFORMATION

ATTACHMENT 3
CHAFEE GUIDELINES

ATTACHMENT 4

BUDGET FORMS

CHAFEE BUDGET FORM

AGENCY NAME _____

CONTRACT PERIOD October 1, 2001 - June 30, 2002
January 1, 2002 - June 30, 2002

EXPENSES BY OBJECT	PROGRAM BUDGET
SALARIES	
FRINGE BENEFITS	
TOTAL PERSONNEL	
TRAVEL	
COMMUNICATIONS AND PRINT	
UTILITIES AND FUEL	
PROFESSIONAL AND CONTRACTED SERVICES	
SUPPLIES	
RENTALS	
INSURANCE	
TRANSPORATION	
EQUIPMENT	
MISCELLANEOUS	
TRAINING AND SEMINARS	
AUDIT	
HOUSING ASSISTANCE*	
TOTAL OTHER EXPENSES	
ADMINISTRATIVE EXPENSES	
TOTAL BUDGET	

DESCRIBE MISCELLANEOUS & CONTRACTED:
